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DATE Oct. 1, 1958

COPY NO.

OPERATIONS COORDINATING BOARD

Washington, D.C.

GUIDES

FOR USE IN DEVELOPING UNIFORM REGULATIONS

for a particular foreign country

relative to

THE IMPORTATION AND DISPOSAL OF PERSONAL PROPERTY,

THE ACQUISITION AND CONVERSION OF LOCAL CURRENCY

and

THE IMPORTATION, OPERATION AND DISPOSAL

OF MOTOR VEHICLES

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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WARNING

This document contains information affecting the national defense of the United States, within the meaning of the espionage laws, Title 18, Sections 793 and 794, U.S.C., the transmission or revelations of which in any manner to an unauthorized person is prohibited by law.

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OPERATIONS COORDINATING BOARD
Washington 25, D. C.

October 13, 1958

NOTE TO HOLDERS OF: GUIDES FOR USE IN DEVELOPING UNIFORM REGULATIONS FOR A PARTICULAR FOREIGN COUNTRY RELATIVE TO THE IMPORTATION AND DISPOSAL OF PERSONAL PROPERTY, THE ACQUISITION AND CONVERSION OF LOCAL CURRENCY AND THE IMPORTATION, OPERATION AND DISPOSAL OF MOTOR VEHICLES (GREEN COVER) DATED OCTOBER 1, 1958

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Charles E. Johnson
Executive Assistant

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OPERATIONS COORDINATING BOARD
Washington 25, D. C.

GUIDES FOR USE IN DEVELOPING UNIFORM REGULATIONS

for a particular foreign country

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THE IMPORTATION AND DISPOSAL OF PERSONAL PROPERTY,

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and

THE IMPORTATION, OPERATION AND DISPOSAL OF MOTOR VEHICLES

A. ACTION TAKEN BY THE OCB:

REVISED and CONCURRED in the "Guides".
(Sept.24, 1958 Board meeting; Minutes approved Oct. 1, 1958)

B. DESTRUCTION AUTHORIZED FOR:

Previous draft of these guides, dated September 17, 1958.

Roy M. Melbourne
Acting Executive Officer

Attachment:
1. Subject "Guides," dated 10/1/58.
2. Joint Communication from State, Defense, USIA and ICA to Chiefs of Diplomatic Missions and Heads of Other Agency Groups Attached to Embassies, Legations and Consultates
3. DOD Communication to Commanders of U.S. Unified Commands

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* * * * * *

1. The Guides set forth in this paper complete the action with regard to Recommendations 17 and 18 of the OCB Report on U.S. Employees Overseas. In commenting on this Report, the President, on April 24, 1958, said:

> "The importance of building up good personal relations between foreign nationals and Americans who live and work overseas cannot be over-estimated."

The Report itself noted that the attitude of foreign nationals toward the presence of Americans depends primarily on the extent to which individual Americans demonstrate common courtesy and good manners and exhibit a sense of responsibility in the discreet use of their personal property, particularly their automobiles. Having noted further that all of the administrative practices bearing on foreign attitudes need across-the-board and continuing emphasis at all levels both in agency headquarters and in American missions and commands abroad, the Report concluded:

> "The over-riding need is to instill in all Americans serving their government abroad an understanding of the fact that they are essentially guests of the host country and, as guests, are obligated to display normal good manners, to follow a reasonable standard of moral conduct, and to avoid acting superior to their hosts."

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2. Pursuant to the above, the Operations Coordinating Board has examined steps which might appropriately be taken to correct certain abuses concerning the importation and sale of personal property and transactions in local currencies. The Board has also examined steps which might appropriately be taken to eliminate or minimize the adverse impact upon the prestige of the United States of vehicles operated by U.S. personnel overseas.

3. As a result of these studies, the Board has concurred in the set of guides and rules set forth below for use in developing regulations which will apply to the importation and disposal of personal property, to the acquisition and conversion of local currency and to the importation, operation and disposal of motor vehicles, both official and those privately owned by U.S. Government employees overseas.

4. Each Ambassador will be responsible for the development of regulations embodying these guides which will apply to all U.S. personnel and their dependents assigned or attached to diplomatic and consular offices in the country to which he is accredited.

5. Each Commander of U.S. Unified Commands will be responsible for the development of regulations which will apply to all U.S. personnel constituting his command and their dependents, but will exclude those U.S. Department of Defense military and civilian personnel assigned to diplomatic and consular offices.

6. While the guides in themselves will result in a substantial degree of common practice, Ambassadors and Commanders of Unified Commands should collaborate within the framework of existing relationships to avoid unnecessary differences in the treatment of the various categories of U.S. personnel and their dependents.

A. General Guides Pertaining to Personal Property, Motor Vehicles and Foreign Currencies.

7. Regulations and procedures devised for application at the country level shall be consistent with regulations, customs and practices of the host country.

8. However, personnel shall not engage in any practices in the transaction of personal business abroad which may bring discredit on themselves or the U.S. Government.

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B. Guides Pertaining to Personal Property.

9. Personal property shall be imported for the employees' use while at the post or station and not for sale.

10. Advance approval of the designated control officer, officers, or committee (hereinafter referred to as the "designated control authority") shall be obtained for:

a. Importation of items of high resale value after first installation shipment;

b. Sale or other disposal of personal property to other than U.S. Government personnel in extraordinary situations such as the transfer of the officer or employee from his place of assignment and then on condition that applicable local duties, taxes, or levies will be paid in compliance with local laws and regulations.

11. Sale of personal property usable world-wide such as photographic equipment, wrist watches, silverware, or fire arms, shall be restricted. This list will vary from country to country and it is assumed that a common-sense rule will prevail.

12. Control shall be exercised over initial purchase and resale of items acquired through U.S. Government-operated commissaries and post exchanges. Resale of consumables to locals by Americans or by local employees of the U.S. Government when they have commissary and post exchange privileges shall be prohibited.

13. Control shall be exercised over importation of highly salable commodies through U.S. Government channels of entry such as diplomatic pouch, APO and FPO parcel post, attache and special mission planes.

14. Undignified sales practices, such as auctions, "fire sale" type advertising, or use of employee's title or connection with U.S. Government, shall be prohibited.

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C. Guides Pertaining to Motor Vehicles.

15. Vehicles should be appropriately inconspicuous and unostentatious.

16. Uniform and mandatory motor vehicle inspection programs will be established to ensure highest standards of mechanical safety.

17. Driving permits and license plates will be issued only upon the successful completion of stringent driver-testing programs.

18. Appropriate restrictions on operation of vehicles by minors will be imposed.

19. Special markings on U.S. privately-owned vehicles will be curtailed.

20. Adequate liability insurance coverage with a reliable firm will be a prerequisite to the licensing of private motor vehicles. The reliability of a firm will be determined, in part, by its reputation for prompt settlement of claims or its willingness to guaranty prompt settlement of meritorious claims.

21. Where practicable, U.S. official vehicles will be inconspicuously painted and identified.

22. Consideration will be given to the suspension or withdrawal of driving permits of U.S. operators for reckless or drunken driving or negligence which causes death, bodily injury or substantial property damage.

23. Where appropriate, rationing or denial of tax-free gasoline will be initiated judiciously to limit operation of U.S. vehicles to conform to local situations.

24. Coordinated programs will be established to effect prompt settlement of claims arising from accidents involving U.S. vehicles, both under the provisions of United States claims legislation and those of vehicle insurance policies.

25. Sale of imported automobiles shall be limited to one per employee at a post except in circumstances which can be justified to and approved by the designated control authority.

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D. Guides Pertaining to Foreign Currencies.

26. Foreign currencies for personal use shall be obtained through U.S. authorized channels. Subsequent conversion of local currency to dollar instruments by U.S. Government Disbursing Officers, where permitted, shall be reasonable in light of conditions prevailing within the country of assignment and shall bear reasonable relationship to amounts of local currency acquired through U.S. authorized channels. Conversions of local currency to dollar or other instruments will not be made for U.S. citizens other than U.S. Government personnel or their dependents except through U.S. personnel specifically responsible for doing so as part of their official duties.

27. Payment of overseas post or station allowances shall be made in local currency to the extent that such expenditures are in local currency.

28. Advance approval of the designated control officer shall generally be obtained for conversion of proceeds of sale to dollar instruments. (This does not authorize conversion where presently prohibited.)

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ANNEX 1.
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JOINT COMMUNICATION FROM STATE, DEFENSE, USIA AND ICA TO CHIEFS OF DIPLOMATIC MISSIONS, CHIEFS OF MAAG, USIS AND USOM MISSIONS, AND HEADS OF OTHER AGENCY GROUPS ATTACHED TO EMBASSIES, LEGATIONS AND CONSULATES.

1. Pursuant to Recommendations 17 and 18 of the OCB Report on U.S. Employees Overseas, April 1958, the Operations Coordinating Board has concurred in the Guides set forth in the attached OCB document for use in developing regulations which will apply to the importation and disposal of personal property, to the acquisition and conversion of local currency and to the importation, operation and disposal of motor vehicles, both official and those privately owned by U.S. Government employees overseas.

2. Each Ambassador is responsible for the development of regulations and procedures embodying these guides which will apply to all U.S. personnel and their dependents assigned or attached to diplomatic and consular offices in the country to which he is accredited.

3. In exercising this responsibility it is particularly important that the Ambassador work in close collaboration with representatives of other U.S. Government agencies having personnel assigned or attached to the diplomatic mission. Where local conditions warrant, the Ambassador may establish a committee of senior officers representing these agencies to advise and assist in developing these regulations and procedures.

4. Each Ambassador shall take steps to assure that all U.S. Government personnel attached to diplomatic missions and consulates (including contract personnel) shall be made aware of such regulations and procedures. Posts are encouraged, as a part of local orientation programs, to explain control regulations and procedures to newly assigned personnel of all agencies.

5. Regulations and procedures prepared pursuant to these guides shall be forwarded to the Department of State for circulation to other interested U.S. Government agencies for their information and, as appropriate, to selected diplomatic posts in order that the most effective measures may receive world-wide dissemination.

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6. To insure that regulations are maintained on a current basis, they shall be reviewed as changing circumstances require but not less frequently than annually.

7. Foreign Service Post Reports and similar publications of other agencies having personnel assigned or attached to diplomatic missions should be amended by January 1, 1959, to reflect current control regulations and procedures in order that newly assigned personnel may be informed before reporting to their posts of assignment. In those countries where the number or types of privately-owned motor vehicles present problems, criteria are to be included in these reports which can be used by agencies in advising personnel whether a vehicle should be taken, and if so, the type most suited for use in the country of assignment. Pertinent factors covered in the guides in the attached OCB document should be included in the criteria.

8. It is recognized that conditions prevailing in some countries are such that not all the guides will be fully applicable. However, it is not the intent of the guides to relax present restrictions or to prevent more severe restrictions from being imposed when required.

9. As noted in paragraph 4, page 3, of the OCB Report on U.S. Employees Overseas, the Operations Coordinating Board will review in the Spring of 1959 the degree to which the recommendations in that Report have been carried out and will consider new situations that have arisen. This review will cover regulations and procedures developed in support of the guides set forth in the attached OCB document.

10. While the guides in themselves will result in a substantial degree of common practice, Ambassadors and Commanders of Unified Commands should collaborate within the framework of existing relationships to avoid unnecessary differences in the treatment of the various categories of U.S. personnel and their dependents.

11. The Department of Defense is transmitting the attached document to Commanders of U.S. Unified Commands for the development of similar regulations which will apply to personnel under each command and is also forwarding a copy of this instruction to each command.

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DOD COMMUNICATION TO COMMANDERS OF U. S. UNIFIED COMMANDS
(USCINCEUR, CINCPAC, CINCARIB, CINCLANT, AND CINCSAC)

1. Pursuant to Recommendations 17 and 18 of the OCB Report on U.S. Employees Overseas, April 1958, the Operations Coordinating Board has concurred in the Guides set forth in the attached OCB document for use in developing regulations which will apply to the importation and disposal of personal property, to the acquisition and conversion of local currency and to the importation, operation and disposal of motor vehicles, both official and those privately owned by U.S. Government employees overseas.

2. Each commander of a U.S. unified command will be responsible for the development of the regulations embodying these guides which will apply to all U.S. personnel constituting his command and their dependents, but will exclude those U.S. Department of Defense military and civilian personnel assigned to diplomatic and consular offices.

3. Each commander will insure that all personnel in his command shall be made aware of such regulations and procedures.

4. Appropriate reports and publications that are utilized to acquaint newly assigned personnel and their dependents of various administrative items before reporting to their stations of assignment should be amended by 1 January 1959 to reflect current control regulations and procedures. In those countries where privately-owned motor vehicles present problems, criteria are to be included in these reports to advise such personnel whether a vehicle should be taken, and if so, the type most suited for use in the country of assignment. Pertinent factors covered in the guides in the attached OCB document should be included in the criteria.

5. To insure that regulations are maintained on a current basis they shall be reviewed as changing circumstances require but not less frequently than annually.

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6. It is recognized that in many cases military commanders have already developed directives in line with portions of the guidance contained in these OCB guides. Also it is recognized that conditions prevailing in some countries are such that not all the guides will be fully applicable. However, it is not the intent of the guides to relax present restrictions or to prevent more severe restrictions from being imposed when required.

7. As noted in paragraph 4, page 3, of the OCB Report on U.S. Employees Overseas, the Operations Coordinating Board will review in the Spring of 1959 the degree to which the recommendations in that Report have been carried out and will consider new situations that have arisen. This review will cover regulations and procedures developed in support of the guides set forth in the attached OCB document.

8. While the guides in themselves will result in a substantial degree of common practice, Ambassadors and Commanders of Unified Commands should collaborate within the framework of existing relationships to avoid unnecessary differences in the treatment of the various categories of U.S. personnel and their dependents.

9. Attached is a joint message transmitted to Chiefs of Diplomatic Missions which requires their development of regulations which will apply to all U.S. civilian and military personnel attached to diplomatic and consular offices.

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